



Birla Institute of Technology & Science, Pilani

K K Birla Goa Campus

RECRUITMENT NOTICE

BITS Pilani, K K Birla Goa Campus invites applications for the position of **Assistant Librarian, Gr-I**.

The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science (BITS), Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry / Service	Higher Education
Post / Job Title	Assistant Librarian, Gr-I
Job Type	Regular, Full time
Reporting to	Dean – Administration (K K Birla Goa Campus) & Chief Librarian (Institute-wide)
Will also work very closely with	<u>Key Internal:</u> Students, Faculty, Staff
No. of Positions & Job Location	One Position in K K Birla Goa Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• Developing, implementing and monitoring policies & procedures related to the use of library facilities, resources, equipment and services; ensuring effective & timely communication of these policies to all concerned stakeholders.• Managing vendor interactions and negotiating contracts for library resources, services and equipment in alignment with institutional requirements and budget frameworks.



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	<ul style="list-style-type: none">• Leading collection development activities, including the review, evaluation and selection of print and electronic resources for procurement.• Performing classification and cataloguing of books, journals and other library materials in accordance with the established standards.• Training, mentoring and building capacity within the library team to enhance operational efficiency and service delivery.• Designing and conducting library orientation and user education programs for students, research scholars and faculty members.• Developing, maintaining and optimizing the Integrated Library Management System (ILMS), including RFID-enabled infrastructure, to ensure efficient circulation and resource management.• Providing expert guidance on research databases, research ethics and academic integrity; supporting users in information discovery and scholarly communication.• Addressing and resolving stakeholder queries, feedback and complaints in a timely and professional manner.• Collaborating with faculty, parents and community organizations to design and deliver programs that promote reading, viewing, and communication skills.• Facilitating Inter-Library Loan (ILL) services to enhance access to external resources.• Preparing and analyzing the Management Information System (MIS) reports for monitoring performance and supporting decision-making.• Reporting regularly to the Chief Librarian (Institute-Wide) on operational activities, initiatives and strategic planning.• Any other responsibility assigned by the Dean / Chief Librarian from time-to-time.
Qualification and Personal Profile	<ul style="list-style-type: none">• Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 60% marks.• Minimum six years of experience as an Assistant Librarian / a College Librarian in the library of a technical university or an educational institute or any other



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	<p>large university library system in similar kind of Institutions.</p> <ul style="list-style-type: none">• Proven experience in innovative library services including integration of ICT in the library.
Other Skill and Ability Requirements	<ul style="list-style-type: none">• Should have good knowledge of KOHA ILMS, RFID application & DSpace software and expertise in implementing new technology in the library.• Should possess fair knowledge in handling the library servers, migration of data and export & import of data from one platform to another.• Sound knowledge of research ecosystems, databases and scholarly communication practices.• Should have expert level written and verbal English communication skills.• Should exhibit strong leadership and team management skills.• Should be punctual, methodical, organized and self-motivated.• Should exhibit a high degree of ownership, commitment and flexibility, should be able to put in extra hours as per work demands.
Compensation	<p>Suitable candidate will be placed in Level 11A with a minimum pay of Rs. 68,900/- per month plus DA and other benefits as per Institute Norms (Starting CTC: 14.63 l.p.a.). No on-campus accommodation will be provided.</p>

Please submit your applications using the link: <https://cbs.bits-go.a.ac.in/HRM/>. Last date of application is **22-Apr-2026**.

Dean – Administration